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ENGINEERING SERVICES FOR RURAL ROADS REHABILITATION (ES3R)

CONTRACT NO: EDH-I-00-08-00023

YEAR 1, QUARTER 1

PROGRESS REPORT (to DECEMBER 2013)

20 January 2014

ENGINEERING SERVICES FOR RURAL ROAD REHABILITATION (ES3R) CONTRACT NO. EDH-I-00-08-00023

YEAR 1, QUARTER 1

PROGRESS REPORT (TO DECEMBER 2013)

Prepared for: USAID/Liberia

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20 January 2014

The views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government. This report was prepared for the U.S. Agency for International Development. It was prepared by CDM International, Engineering Services Rural Roads Rehabilitation (ES3R)

Acronyms

COP	Chief of Party
CSF	Critical Success Factor
ES3R	Engineering Services for Rural Roads Rehabilitation
FED	Food and Enterprise Development
FTF	Feed the Future
F2M	Farm to Market
F2MRR	Farm to Market Road Rehabilitation
GOL	Government of Liberia
LESSP	Liberia Energy Sector Support Project
LMWP	Liberia Municipal Water Project
MOF	Ministry of Finance
MPW	Ministry of Public Works
PAT	Priorities, Activities, Tasks
PQM	Project Quality Management
USAID	United States Agency for International Development

ENGINEERING SERVICES FOR RURAL ROADS REHABILITATION (ES3R)

YEAR 1, QUARTER 1, OCTOBER TO DECEMBER 2013

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1. SUMMARY PROJECT DESCRIPTION

1.1 Introduction

The U. S. Agency for International Development's (USAID) 'Engineering Services for Rural Roads Rehabilitation (ES3R)' was awarded to Camp Dresser McKee International (CDM) under the following USAID contract number: EDH-I-00-08-00023 and task order AID-669-TO-13-00002 which records the period of performance as 8 October 2013 to 20 October 2015.

Liberia's Farm to Market Rural Roads (F2MRR) activity is allied to the objectives of the Feed the Future (FTF) initiative, which is a U.S. government initiative, which aims to address the root causes of global hunger by sustainably increasing agricultural productivity. F2MRR will provide infrastructure investment in the rehabilitation of rural farm-to-market roads to support the following:

- USAID /Liberia FTF program Food and Enterprise Development (FED),
- Capacity development for routine maintenance systems within the Government of Liberia (GOL),
- Capacity development of Ministry of Public Works (MPW) rural roads engineers and local A & E firms,
- Development of alternative low volume road pavement pilot projects, standards and design specifications.

1.2 Objectives

Within F2MRR, ES3R will be an implementing mechanism which will undertake the following objectives:

Objective 1:

Provide construction oversight for three (3) local contracts for the rehabilitation of a total of 83.5 kilometers farm-to-market roads in Bong, Lofa, and Nimba counties from 2013 to 2015.

Objective 2:

Produce engineering designs and construction documents for the 450 kilometers farm-to-market roads in Bong, Lofa, Nimba, and Grand Bassa counties to be rehabilitated in 2015 to 2018.

Objective 3:

Training and pre-qualification of five (5) local architect-engineer firms capable of providing oversight for road rehabilitation activities by 2015.

2. QUARTERLY OVERVIEW

This is the first quarterly progress report to be presented in respect of the project, in view of which, the material presented deals primarily with mobilization events and items. In addition, the report details the status and approach to outstanding items and presents the proposed Work Schedule for the next quarter. A financial report is also included.

2.1 Mobilization Summary

This section provides a summary of the items which were pursued (by month) in the mobilization for the project. The highlights of these will be further detailed later in the section.

- **October 2013**

- Head Office Pre Mobilization Activities
- Liaison with key sub-contractors
- Preparations for key staff mobilization
- In country connections set up
- Travel arrangements for staff visits

- **November 2013**

- Mobilization team staff arrive in Monrovia
- Chief of Party arrives in Monrovia
- Office Identification
- Office establishment items sourced
- Vehicle quotations received
- Meetings with USAID/Liberia
- Meetings with other USAID/Liberia implementing partners
- Sourcing of staff and driver engaged
- Road Design Engineer arrives in Monrovia
- Application for business registration

- **December 2013**

- Introductions and meetings with key stakeholders
- Appointment of Office Manager
- Interviews for F & A Manager
- Identification of senior field staff
- Advertise for EOI for A & E firms
- Preparations for development of road prioritization tool
- Project vehicle waiver, order and two vehicles delivered
- Monrovia office lease signed
- Preparations for office fit out, power, furniture, IT etc.
- Field staff recruitment ongoing
- Preparation of Organizational Capacity Assessment tool
- A & E firms responses received and scrutinized
- Fine tune team structure
- CDM registration in Liberia
- Inception Report submitted
- Preparations for Tax Certification by CDM
- Preparations for TRG staff visit to Monrovia

2.2 Mobilization Highlights

Meetings with USAID/Liberia

- A Project Quality Management meeting was held with USAID/Liberia on 14 November 2013 which was attended by key staff of CDM and USAID/Liberia were represented by the supervisory CO, project CO and project COR. This was the 'kick off' meeting for the project at which a project Mission Statement was agreed and a Priorities, Activities and Tasks (PAT's) matrix was developed.
- A Pre-bid meeting with tenderers for the road solicitation was attended by key project staff on 26 November 2013

- The first of weekly meetings was held with USAID/Liberia on 25 November 2013; thereafter meetings were held on Mondays at 14:00 hours up to 23 December 2013.
- Meetings with key stakeholders have been held as follows:

Meeting with the Ministry of Public Works when our two key staff members and the USAID COR, met with the following officials:

- Mr. Victor B Smith, Deputy Minister for Technical Services
- Mr. Jackson J Paye, Assistant Minister for Rural Development/Feeder Roads;

Meetings with DAI project COP and other team members;

Meetings with L-MEP project COP and other team members;

Meeting with other USAID/Liberia contractors

- Winrock, contractor for LESSP
- Tetra Tech, contractor for LMWP;

Introductions have also been provided for other implementing partners, with whom meetings will be held in January 2014.

Company Registration in Liberia

The company, CDM International Inc. gained registration with the Government of Liberia on 19 December 2013. As a consequence of registration, the firm was enabled to progress the application for Letter of Accreditation which has been progressed through the Ministry of Planning and Economic Affairs.

Senior Field Personnel

Advertisements have been placed for the recruitment of senior project staff that will be field based, to which the response has been good and evaluation undertaken.

Fine Tune Team Structure

The fine tuning of team structure was carried out which resulted in a proposal, which, in terms of human resource allocation and selection, is consistent with the original submission. Instead of two Monrovia based teams, a three team, field based structure was put forward, each team being based in the capital of the counties where construction oversight is to be undertaken. The full logistical support for the teams, as per original, will be provided by the project office in Monrovia, which will host the main field team members (say) on a monthly basis for team coordination and during periods of non-construction activity on the field contract works.

The main motivations for this fine tuning exercise were as follows:

- Maximizing interaction with county level representatives of MPW, consistent with and responsive to proposed decentralization of the Feeder Road network management,
- During field related activities project staff will engage with district administrators and key community representatives,
- Affords harmonization of both ES3R and FED programs,
- Promotes an optimized use of project resources – limiting journey times, sharing of office infrastructure etc.

Project Deliverable

The draft Inception Report for the project was due to be delivered on 21 December 2013 and was submitted to USAID/Liberia on 20 December 2013. The submission consisted of two reports, Inception and the Performance Management Plan, which, although issued as a separate document, is an integral part of the Inception Report and should be read in conjunction with the same.

2.3 Project Objectives Progress

Objective 1 – Construction Oversight

Solicitation documentation which was prepared by USAID/Liberia has been issued to bidders who wish to bid for the construction contracts. A pre-bid meeting was held on 26 November 2013 in order that USAID/Liberia provide bidders with a full explanation of the bidding requirements, prior to the date for submission of bids which was on 2 December 2013. Bids were received by USAID/Liberia and bid evaluation in progress.

CDM team is the Quality Assurance Contractor (QAC) for these works contracts and staff advertising and recruitment process is underway in preparation for the award of the contracts and subsequent mobilization to site.

Objective 2 – Design and Contract Documents

A total of over 600km of road sections as potential target roads for improvement have been generated by FED in collaboration with COR. The project defines a total of 450km are to be improved. ES3R recommends that transport networks in the vicinity of FED projects be defined and assessed. ES3R will then be in a position to validate the of 600+ km, amend as necessary, then prioritize 450km and rank road sections in order of impact importance for FED program outputs and other relevant criteria.

ES3R advocates for promotion of active participatory planning, both at the national and county levels. In this sense, planning refers to the process of transparently, systematically and rationally selecting and ranking road sections. This can be achieved using a broad range of primary stakeholders, the most appropriate of which have yet to be identified. This process and its outputs is managed, and thus shared by GOL, target beneficiaries and development partners.

ES3R has suggested the use of multi criteria analysis for the ranking and prioritization process for each road section. It is recommended because of its simplicity, transparency, ability to take account of otherwise difficult to quantify social benefits together with its facility to incorporate community choices and preferences.

The project key staff has been significantly involved in the abovementioned elements which will be actively progressed during the early design stage of the project.

Objective 3 – Training of A & E Firms

This project component aims to develop the skill sets of five Liberian-based A & E firms. A request for Expressions of Interest (EOI) was published on line and advertised in the national press. We have received nine separate responses from Liberian firms. The quality of the responses varied widely from a simple written acknowledgement that the firm was interested in being considered for the project and willing to participate in the training, to firms submitting more elaborate qualifications and experience statements, sharing multiple projects they had worked on as well as staff CVs that they believe would be valuable for this particular road rehabilitation project. The firms also varied in their scope of services ranging from general consulting firms to engineering, architectural, planning and environmental services.

Capacity Building Specialists at TRG have formulated an 'Organizational Capacity Assessment (OCA) Tool' that has been used to document a baseline skills condition for each firm, which will later be used after a year to document the firm's progress. This (OCA) tool has been submitted to USAID for perusal and information. TRG have planned a series of visits for the purpose of assessment and training program, the first of which is scheduled for early January 2014.

3. OUTSTANDING ITEMS

The following is a list of outstanding items, status of each with pending actions and area of responsibility.

Item	Outstanding Issue	Status	Action Required	Responsible
1.	New office establishment	Refurbishment almost complete. Lease signed	Completion of improvements	Owner CDM
2.	Office fit out and security	PO's placed generally	Establish date of occupancy. Early January	Owner CDM
3.	Appointment of F&A Manager	Response to advertisements in progress	Offer to preferred candidate pending	CDM
4.	Recruit RE staff	Advertisement placed	Evaluate responses received	CDM
5.	Recruit Design and supervisory TCN's	Contact proposed staff members	Interviews progressing	Cardno
6.	QAC Scope	Scope of RFT and solicitation docs not compatible	Review to be carried out	USAID
7.	EOI for A & E Firms	Advertisement placed	Collate and evaluate responses	CDM TRG
8.	Development of road selection prioritization tool	Initiated and in progress	Finalize prioritization tool	Team
9.	Site Inspectors and Trainees	Proposals impact schedule and budget	Team HO discussions for amendments	Team
10.	Inception Report	Initial feedback to draft received	Formal comments to report prior to final report	USAID L-MEP Team

4. WORK PLAN FOR NEXT QUARTER

The Work Plan for Year 1, Quarter 2 is presented in this section and should be considered conditional on the award of the works contracts, notice to proceed, as well as the contractors' works program and contractor competence. The commencement of supervision oversight and design of the target roads is heavily dependent on the mobilization and deployment of field team staff for which we include a Mobilization Schedule hereafter.

Staff Description	Employment Offer	Mobilization to Liberia	Mobilization to Site	Deployment on Site
TCN's (3No) Field Team Leaders	Mid-late January 2014	Early February 2014	Mid-February 2014	Mid-February 2014
Resident Engineers (3No)	Mid- January 2014	Resident in Liberia	Early to mid-February 2014	Early to mid-February 2014
Site Inspectors (3No)	Late January 2014	Resident in Liberia	Mid - end February 2014	Mid - end February 2014
Trainee(s)	Engagement as agreed with A & E firms and to suit work schedule on particular site.			

The Work Plan is presented in terms of the project objectives as follows:

Objective 1: Construction Oversight

The work schedule for this objective is presented in the 'Construction Oversight Schedule' for Year 1, Quarter 2 which is included within this section.

Objective 2: Design and Contract Documents

The key item to be concluded to facilitate the progression of this objective is the Road Prioritization Tool, the schedule for which is shown in the table hereunder:

Road Prioritization Tool Schedule	
Item Description	Schedule
Present tool	Late January
Refine tool and integrate	Late January
Define participatory framework	Complete by end January
Conclude on tool	Complete by early February

The 'Field Design Schedule' for Year 1, Quarter 2 is included within this section.

YEAR 1, QUARTER 2				CONSTRUCTION OVERSIGHT SCHEDULE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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YEAR 1, QUARTER 2			FIELD DESIGN SCHEDULE																														
Activitiy	Sub activity		January										February										March										
Preliminary road surveys			Outputs conditional on road contractor works program and contractor competence																														
	identify roadnet to be surveyed																																
	undertake inventory survey																																
	undertake rapid condition survey																																
	process data																																
	preliminary cost estimates																																
	prepare MCA matrix																																
Determine road section ranking																																	
	organise county work shops, Lofa																																
	Bong																																
	Nimba																																
	Grand Bassa																																
	Review outputs and finalise																																

Objective 3: Training of A & E Firms

The Work Plan for this objective is shown in the table hereafter:

Training of A & E Firms Schedule Year1, Quarter 2	
TRG Field Trip 1	4 January to 19 January
Field Test Assessment Instrument	6 January to 17 January
Assessment of Training Entities	6 January to 17 January
Draft Prequalification Document	15 January to 30 January
Prequalification Report	1 February to 20 February
TRG Field Trip 2	10 March to 30 March

It is worthy of note that the abovementioned table shows that the TRG field trip 1 has been successfully completed by 19 January 2014, which is approximately two weeks ahead of original schedule. Thus the training specialist, Bruce Purdy has demobilized in order that the available time may be utilized to good purpose during subsequent scheduled field visits.

Although this has occurred after Q1, it was considered appropriate that the information be included in this report.

As a consequence of this early finish of the field visit, it is estimated that the draft prequalification document will likewise be completed ahead of schedule.

TRG field trip 2 is reprogrammed to take place in early to late March 2014

When the following will be progressed:

- Finalization of training requirements
- Visits to firms selected for training
- Prepare further details of training courses
- Liaison and discussions with USAID/Liberia and MPW
- Develop training materials.

5. FINANCIAL REPORT

We include hereafter the summary of project expenditure from project commencement to end December 2013.

ENGINEERING SERVICES FOR RURAL ROADS REHABILITATION			
FINANCIAL REPORT to DECEMBER 2013			
Row Labels	Sum of RAW COST	Indirect Cost	TOTAL Cost
01-Auto - A/P	2768		2,768.00
03-Room - A/P	44424.49		44,424.49
03-Room - expense	5099		5,099.00
04-Park, Toll, Taxi - A/P	475.76		475.76
04-Park, Toll, Taxi - expense	136.36		136.36
05-Prints - A/P	55		55.00
05-Prints - expense	87		87.00
06-Supplies - A/P	69219		69,219.00
06-Supplies - expense	110		110.00
07-Miscellaneous - A/P	763.6		763.60
07-Miscellaneous - expense	497.5		497.50
08-Telephone - expense	58		58.00
09-Car Rental - A/P	290		290.00
09-Car Rental - expense	350		350.00
10-Air Fare - A/P	1788		1,788.00
10-Air Fare - expense	2217.31		2,217.31
24-Field Equipment - A/P	30450.42		30,450.42
26-Auto - expense	170		170.00
30-Meals - A/P	2113.55		2,113.55
30-Meals - expense	2470		2,470.00
Labor	14404.54	26,504.35	40,908.89
Labor Local	15600	28,704.00	44,304.00
Overseas Differential - ODC	4680		4,680.00
Total	198227.53		253,435.88
		Fee @ 7.5%	19,007.69
		Total so far	272,443.57
		Add 5% for one more week	286,065.75